

FTMS Release Notes and Enhancements

As of 8/18/2004

Software Version 4.6	
Note: Release Notes of earlier enhancements are posted on the FTMS Help screen.	
Area	Description
Reports	There is a new report showing “Work for Others”. This report shows information about TRs sponsored by Non-DOE or Foreign sources.
Reports	The reports screen is now formatted into two columns.
Security	Password security has been increased. Note: this should not impact users.
Reports	Countries are now divided into geographic regions for ad-hoc reports.
Create TR Section III	In question 36, the words “(for Non-DOE employees)” were removed.
Create TR Section I	You will now be notified (in the data review report) if the traveler’s passport expires before the trip is complete.
Reports	The Official Use Only warning was added to the 45 Day Summary Report, Mandatory Routing Report and all of the summary/detailed queries.
Reports	In the TR report there is now a Sensitive Personal Information tag displayed if the report is showing sensitive personal information.
Request Account	At sites that have both Senior OPOCs and HQ OPOCs, account request will now go to alternate Senior OPOCs before going to an HQ OPOC.
Printing	A print button has been added to the approval screen and the closeout screen.
Login	The FTMS window will now become the front window when you log into the system.
Templates	Bug Fix: If an approver’s name had a comma in it, the name got split into two rows in the templates. This will not happen anymore.
Re-route TR	When a TR is re-routed by the system because the TR’s actual DOE cost was more than 25% larger than the estimated DOE costs, the user will be reminded to change their estimated costs before submitting the TR for approval.
Reports	In the OSTI report a button was added to allow the user to return to the previous screen.
Login	The note on the login screen has been updated so that it does not reference browser specific information.
Help	Bug Fix: The help screens for the administration and report screens have been corrected.
Reports	The titles of the summary/detailed queries have been standardized.
Reports	Titles for the Modification History Report and Bulletin Board reports have been moved so they are above the Official Use Only warning.
Reports	The Mandatory Routing Report has been modified so that all of the columns will print.

Additional Notes:

- When you log into FTMS, a new browser window will open that will take you to the Security screen. If you are using Internet Explorer the original window will close.
- In order for FTMS to work, you must disable any pop-up blockers on your computer or integrated into your browser. Please call the help desk if you need assistance with this.

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- To print screens in the main FTMS system press ctrl-P. Any FTMS reports will still have the normal print button.
- To copy text from FTMS, highlight the text and press ctrl-C.
- To paste text into FTMS, press ctrl-V.